





# City of Loma Linda Official Report

Floyd Petersen, Mayor  
Stan Brauer, Mayor pro tempore  
Robert Christman, Councilmember  
Robert Ziprick, Councilmember  
Charles Umeda, Councilmember

**COUNCIL AGENDA:** July 17, 2006

**TO:** City Council

**VIA:** Dennis R. Halloway, City Manager 

**FROM:**  Deborah Woldruff, AICP, Community Development Director

**SUBJECT:** Request for Approval of a Supplemental Appropriation to Cover the Remaining Costs of the ParcelTrak Software License Agreement for FY 2006/2007

## RECOMMENDATION

The recommendation is that the City Council approves the requested Supplemental Appropriation for the ParcelTrak Software License Agreement in the amount of \$25,000. The additional funding (taken from the General Reserves Fund) would be deposited into five Technology Systems accounts for Planning, Building, Code Enforcement, Engineering, and Fire Prevention.

## BACKGROUND

In early 2006, the Information Systems and Community Development Departments opened discussions with Progressive Solutions, Inc. about replacing the EDEN Permits and Parcel Manger modules. The City Council approved \$50,000 for the ParcelTrak Software License Agreement with Progressive Solutions, Inc. as part of the Mid-Year Budget for FY 2005/2006. Initially, it was staff's intent to pay the full \$50,000 before the end of the FY 2006/2007 period. However, due to some timing issues, it was decided that the \$50,000 amount would be divided into two payments of \$25,000 over two fiscal years.

On June 27, 2006, the City Council approved and adopted the Budget for FY 2006/2007. During the first week of July 2006, staff became aware that the second payment of \$25,000 had not been carried forward into the new budget and for this reason; staff is requesting a Supplemental Appropriation.

## ANALYSIS

Progressive Solutions, Inc. is a proven and trusted vendor of the City. Over the past several years, the company has developed many customized solutions for the City's business needs. That is why staff selected Progressive Solutions, Inc. to prepare the ParcelTrak Software.

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The additional \$25,000 is needed to complete the transaction with Progressive Solutions, Inc. so that they can finalize the software program that has been tailored for Loma Linda. The funds would be withdrawn from the General Reserves Fund and deposited into the Technology Systems Accounts, as outlined in the table below:

ACCOUNT NUMBER	DEPARTMENTS/ORGANIZATIONS	AMOUNTS
E 01-1600-8845	Planning Division	\$ 6,250.00
E 01-1650-8845	Building Division	\$ 6,250.00
E 01-1660-8845	Code Enforcement Section	\$ 5,000.00
E 01-3100-8845	Engineering Division	\$ 5,000.00
<u>E 01-2070-8845</u>	<u>Fire Prevention Division</u>	<u>\$ 2,500.00</u>
Total		\$25,000.00

Currently, the City is moving forward with Progressive Solutions, Inc. on the parcel configuration portion of the agreement. The next steps involve integrating several of the programs that the City already uses with the new ParcelTrak Software, and migrating the existing EDEN parcel and permit records into the program.

## ENVIRONMENTAL

Neither the ParcelTrak Software License Agreement nor the Supplemental Appropriation Agreement for Professional Services is subject to the California Environmental Quality Act (CEQA) in that the documents do not meet the statutory definition of a "project". The CEQA Guidelines Section 15378 broadly defines a project as the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. The approval of the ParcelTrak Software License Agreement (approved as part of the Mid-Year Budget), and the proposed Supplemental Appropriation could not have a direct or indirect effect on the environment. Any potential impacts that might result from future development entitlements, Building Permits, and Construction Permits that would be logged into the ParcelTrak System will be addressed through the development review process for individual projects.

## FINANCIAL IMPACT

The original funding for the purchase of the ParcelTrak Software License Agreement in the amount of \$50,000 was approved as part of the Mid-Year Budget for FY 2005/2006. On May 15, 2006, the first of two payments in the amount of \$25,000 was made to Progressive Solutions, Inc. The second \$25,000 payment is the only financial impact to the FY 2006/2007 Budget.